

**Department of Commerce  
Bureau of Export Administration  
Fiscal Year 2000**

***Documents to be Provided by Client (PBC) - Interim***

	<b><i>Document to be provided</i></b>	<b><i>Date Requested</i></b>	<b><i>Date Received</i></b>	<b><i>Contact Person</i></b>
	<b><i>Financial Management: Fund Balance with Treasury</i></b>			
1-	Reports for FY 2000: <i>Statement of Difference</i> (TFS 6652) for October 1999 through April 2000, along with reconciliation of the general ledger amounts to report amounts plus supporting documentation for disbursements shown on the SF 224 reports, and <i>Statement of Transactions</i> (SF 224) for each agency location code (ALC) for April 2000 ( <u>note</u> : ALCs: 13-14-0001 and 13-14-0016 )	6/14/00  6/14/00	6/9/00	Nancy Eadie
2-	Appropriation fund code listing <b><u>If items have changed from FY 1999</u></b>	6/14/00	6/9/00	Nancy Eadie
3-	Public Law documents for FY 2000	6/14/00	6/9/00	Barry Keckler
4-	Listing of Imprest funds by ASC	6/14/00	6/14/00	Sandi Walters
	<b><i>Accounts Receivable / Cash Receipts</i></b>			
5-	Data file and listing containing all cash collections through April 30, 2000.	6/01/00	5/30/00	Ted Wolfgang
6-	Access to reimbursable receivable files and related supporting documentation for FY 99 reimbursable receivable as of April 30,2000	6/14/00	Access	Lynne Baronoff
	<b><i>Human Resources: Payroll</i></b>			
7-	FIMA query of actual and estimated payroll expenses as of April 30, 2000	6/12/00	6/12/00	Barbara Straight
8-	Labor costing detail (Time and Expense Summary Report) for all FY 00 pay periods through April 30, 2000.  [Note: We request access to specific labor costing detail CD-Roms after we receive and review the other payroll-related PBC items.]	6/12/00	6/12/00	Barbara Straight
9-	NOAA Organization codes report at April 30, 2000 (BXA's Portion)	6/12/00	6/12/00	Noreen Kesecker

10-	Employees by Line Office Across SONAME Report Run on April 30, 2000 for BXA (By Org. code)	6/12/00	6/12/00	Noreen Kesecker
	<b><i>Procurement &amp; Financial Management: Expenses/Disbs.</i></b>			
11-	Access to the Weekly Activity Reports (WAR) through April 30, 2000	6/14/00	<i>Access</i>	Mark St. Clair
12-	Financial Document Distribution Listing (If different from the FY 1999 listing)	6/14/00	6/14/00	Sandi Walters
13-	Data file containing all disbursements made by BXA listed via CD-Rom.	6/01/00	5/30/00	Ted Wolfgang
14-	Cumulative Active Document Status Report as of March 31, 2000	6/14/00	<i>Access to CD-Rom</i>	Nancy Eadie
	<b><i>Budget Process</i></b>			
16-	SF-133 and supporting documentation for the month of March 2000.	6/08/00	6/7/00	Doris Bond